

COPYING AN ADAPTATION

Adaptations can be copied at any point during the school year, and this feature can be helpful at the end of the current school year when preparing draft documents for the upcoming academic school year. Once a copy is made, the newly created document can be edited.

The method to copy an adaptation will differ depending upon the type of adaptation being created (Stage 4/Stage 2), and the type of adaptation representing the copy. There are three possible options:

1. Copying a finalized **Stage 4** adaptation into a new **Stage 4** Adaptation
2. Copying a finalized **Stage 2** adaptation into a new **Stage 2** Adaptation
3. Copying a finalized **Stage 2** adaptation into a new **Stage 4** Adaptation

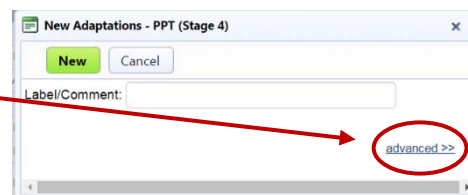
If copying an adaptation as described above in #1 or #2, go to Section 1.
If copying an adaptation as described above in #3, go to Section 2.

SECTION 1: COPYING AN ADAPTATION (STAGE 4 TO 4, OR STAGE 2 TO 2)

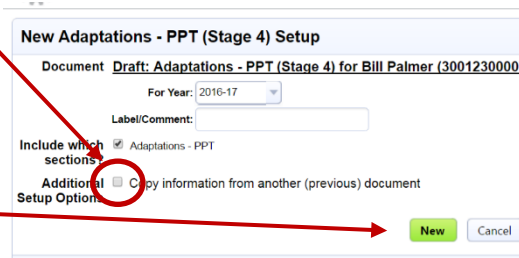
1. Navigate to the student's document library in TIENET and select either the **Adaptations – PPT (Stage 4)** or **Adaptations – Teacher Exploration (Stage 2)** document from the **Create New Document** dropdown.

2. Click on the green Go button. → 

3. Click on the 'advanced >>' link.



4. Under **Additional Setup Options** check off "Copy information from another (previous) document".



5. Click the **New** button. →

- Choose the document you want to copy from and click **Accept**. (Note: Ensure that the document that you are copying from has the status set to Final).

Copy Information From Other Document

Document to copy to: Adaptations - PPT (Stage 4) (Draft) for Bill Palmer (3001230000)

Document to copy from: 2016 / 17

Document Type	Status	Creation Date	Modification Date
<input type="checkbox"/> Adaptations - PPT (Stage 4) (original)	Final	05/08/2017 Mon, 11:12 AM	05/08/2017 Mon, 12:20 PM

Accept **Cancel**

- Check off **Adaptations - PPT** or **Adaptations – Teacher Exploration** and click **Accept**.

Copy Information From Other Document

Document to copy to: Adaptations - PPT (Stage 4) (Draft) for Bill Palmer (3001230000)


Source document to copy from: Adaptations - PPT (Stage 4) (Final)
Created: 05/08/2017 Mon, 11:12 AM Modified: 05/08/2017 Mon, 12:20 PM

Copy information from which source document sections?

Adaptations - PPT

Accept **Cancel**

SECTION 2: COPYING A FINALIZED STAGE 2 ADAPTATION INTO A NEW STAGE 4 ADAPTATION

- Navigate to the student’s document library in TIENET and select the **Adaptations – PPT (Stage 4)** document from the **Create New Document** dropdown.
- Click on the green Go button. 
- Any finalized Stage 2 documents that exist either in the current or previous school year will appear under the **Preceding Document** heading.

New Adaptations - PPT (Stage 4)

New **Cancel**

Label/Comment:

Preceding Document:

Document Type	Status	Creation Date	Modification Date
<input type="checkbox"/> Adaptations - Teacher Exploration (Stage2) (2016-2017)	Final	09/23/2016 Fri, 05:55 PM (2016-17)	07/25/2017 Tue, 02:08 PM
<input type="checkbox"/> Adaptations - Teacher Exploration (Stage2) (2016-2017)	Final	09/23/2016 Fri, 05:54 PM (2016-17)	07/25/2017 Tue, 02:08 PM

[advanced >>](#)

4. Choose the document you want to copy from and then click **New**.

New Adaptations - PPT (Stage 4)

Label/Comment:

Preceding Document:

Document Type	Status	Creation Date	Modification Date
<input checked="" type="checkbox"/> Adaptations - Teacher Exploration (Stage2) (2016-2017)	Final	09/23/2016 Fri, 05:55 PM (2016-17)	07/25/2017 Tue, 02:08 PM
<input type="checkbox"/> Adaptations - Teacher Exploration (Stage2) (2016-2017)	Final	09/23/2016 Fri, 05:54 PM (2016-17)	07/25/2017 Tue, 02:08 PM

[advanced >>](#)

5. The new Stage 4 document will open and all content from the copied Stage 2 document will appear in the new document. Be sure to update the **Adaptation Implementation Date** and the **Parent/guardian informed and contacted** dates as these dates will match the dates that were in the copied document.

Important Note: You can only copy the contents of a Stage 2 adaptation one time, which occurs upon creating the Stage 4 Adaptation, and the document will disappear from the **Preceding Document** list if repeating the above steps for the same student. If the Stage 4 document that was created from a Stage 2 copy is deleted, then the Stage 2 adaptation will re-appear in the list.